Announcement

The Department of Community Services and Development (CSD), in collaboration with the California Conservation Corps (CCC), announces the solicitation for project proposals by Community Services Block Grant (CSBG) Service Providers. The projects will enable CCC corpsmembers to complete projects that assist the CSBG Service Providers and provide training opportunities to CCC corpsmembers. The projects must meet the criteria specified and be completed by December 31, 2011.

Read the solicitation packet in its entirety to know the timeline and important dates, criteria for projects, narrative requirements, the submission process, proposal instructions, and the review and approval processes.

Proposed Timeline and important dates

Below is the proposed timeline for this solicitation

Release of Project Solicitation	November 30, 2010
Deadline to submit questions to CCC	December 6, 2010
Conference call to respond to questions	December 9, 2010
Deadline Date to Submit Project Solicitation	December 30, 2010 (4:00 p.m.)
Proposed Review Period	January 1 - January 31, 2011
CCC submit recommendations to CSD	February 4, 2011
Post awardees on CSD website	February 9, 2011
Project Completion	December 31, 2011

Criteria for Projects

The CCC employs young women and men, ages 18-25, to work on public service conservation projects throughout California. The corpsmembers work on crews of 12 to 15 members, with a crew supervisor.

The CCC will rate project proposals based on the rating scale that responds to all the criteria, requirements and at least two of the following three mandates (as articulated in Public Resource Code 14000):

1. Conserving, improving, and developing natural resources, maintaining environmentally important lands or waters (for example: projects that improve watersheds, reduce erosion, reduce fire hazard, or enhance habitat)
2. Providing public benefit or access (for example: projects that provide access for disabled people, improve visitor experience, provide access to areas currently off limits due to natural hazards, such as brush or fire danger)
3. Providing corpsmembers with opportunities for training in employable skills (for example: projects that teach corpsmembers skills that can assist them to transition to a skilled job such as carpentry, trail building, masonry, etc.)

The materials required for the project must be purchased by the CSBG Service Provider and delivered to the project site based on the project timeline. The CSBG Service Provider is responsible to provide all materials. CCC crews possess a basic tool complement and transportation to project sites.

Eligible Entities

Only Community Services Block Grant eligible entities may submit one proposal for activities described in this announcement.

Project Description and Narrative

The program description and project narrative should include descriptive information as described below and a response to two (2) of the three (3) Public Resource Code 14000 mandates. The project narrative shall not exceed 5 pages.

Project Description (not included in the 5 page limitation)
1) Brief description of the overall project to include: project title, Agency Executive Director, name and contact information for agency project sponsor and technical advisor, and location of project (specific address), project specification, materials required for project (must be purchased by Agency), education benefit and educational presentation to CCC corpsmembers.
   a) Project Title
   b) Executive Director
   c) Name of Project Sponsor/Contact Person
         Phone Number
         Email Address
   d) Name of Project Technical Advisor (available for project-specific technical assistance)
         Phone Number
         Email Address
   e) Location of Project (Address)

f) Project Specifications (i.e., development of 4 20'X40' raised bed planters, installation of drip irrigation system, excavation of 100 square feet of pathways and re-grad with decomposed granite)
g) Materials Required for Project (CAAs are responsible to purchase and deliver materials to project site based upon project timeline)
h) Educational benefit to CCC corpsmembers
i) Educational presentation that can be provided to CCC corpsmembers (minimum of 15 minutes, maximum of 1 hour; this can include a presentation about the CAA, local environmental issues, etc.)

Project Narrative (not to exceed 5 pages)
The project narrative must include a response to the Public Resource Code 14000 mandates (must respond to at least two mandates below). The response to each mandate will be rated on a scale of 1 – 5 (see rating criteria below). A maximum of 15 points are allowable (5 points allowable per mandate).

Project Narrative must be responsive to at least two of the three mandates and must explain the project's benefit to the environment; and/or how it increases or enhances the benefit or access to the public; and/or how it provides training opportunities to corpsmembers in employable skills. Detailed response information for each Project Criterion is described below:

a) Describe how the project will contribute to conserving, improving, developing natural resources, maintaining environmentally important lands or water (for example: projects that improve watersheds, reduce erosion, reduce fire hazard, enhance habitat, or reduce the energy consumption of a particular building).

b) Describe how the project provides public benefit or access (for example: projects that provide access for disabled people, improve visitor experience, provide access to areas currently off limits due to natural hazards, such as brush or fire danger, or benefit to the public in other significant ways).

c) Describe how the project will allow corpsmember the opportunity for training in employable skills (for example: projects that teach corpsmembers skills that can assist them to transition to a skilled job such as carpentry, plumbing, trail building, masonry, etc.).

<u>**Project Timeline**</u>
The project timeline must ensure that the project can be completed by December 31, 2011. Provide anticipated start date (not to begin before February 9, 2011), an estimated number of hours of work needed to complete the project, and anticipated completion date.

At the time of the project walk-through, the project timeline may be adjusted as agreed by the Agency project sponsor and CCC project evaluator.

Review and approval process

- The CCC will accept all proposals within the dates of **November 30, 2010** to **December 30, 2010.**
- The CCC will perform an initial screening to ensure each application is complete and all the required documents have been submitted.
- CCC will conduct a review and ensure each project is responsive to the criteria as outlined. A CCC project evaluator will schedule a project walk-through to ensure the proposed projects meet the project criteria within the month of January 2011. CCC will rate the projects based on a number scale (1 – 5).
- CCC will submit the highest scoring projects to CSD by **February 4, 2011**.
- CSD will review the CCC project recommendations and post awardees on the CSD website at www.csd.ca.gov by **February 9, 2011**.

Proposals that request more than 600 hours of crew time will not be as competitive as shorter duration projects.

Project Rating Criteria

CCC Project Mandate Rating Criteria for the project description, project Narrative, cover letter, and timeline:

Rating		Description of rating
1	Very low	Little to no benefit to the environment, public access, or training to corpsmembers.
2	Low	Benefit to environment minimal; or benefit or access to the public minimal; or corpsmember training opportunities minimal.
3	Medium	Provides an adequate level of benefit to the environment; or provides access or benefit to the public; or provides an adequate level of training to corpsmembers.
4	High	Provides an increased level of benefit to the environment (measureable); or increases public access due to project actions; or increases employability of corpsmembers due to training on the project.
5	Very High	Provides a high level of benefit to the environment (measurable) from the steps taken on the project; or increases public use or benefit due to project actions; or provides corpsmembers with measurable training benefits that lead to employment.

Proposal Instructions

All proposals must adhere to the following instructions:

1. **Due Date:**
   Proposal must be postmarked or delivered by 4:00 P.M. on December 30, 2010.

2. **Cover Letter:**
   Submit a cover letter on official agency letterhead signed by the Executive Director (or authorized designee) or Board Chair.

3. **Proposal format:**
   Submit project descriptions and Narrative formatted with one-inch margins, single-spaced and 8 ½ x11" paper. Font size should be no smaller than 12. The project Narrative shall be no more than five (5) pages. The project descriptions are not included in the 5 page limitation.

4. **Project timeline:**
   One page timeline (not counted as part of the 5 page limit)

5. **Stack Order list:**
   Submit all documents according to the stack order list.

Maximum Points (30)

	Maximum Points
Timeline	5
Cover letter	5
Project Description	5
Project Narrative	15
Total Points	**30**

Submission for Project Proposals

All project proposals must be submitted to CCC by **December 30, 2010** by 4:00 p.m. Each proposal shall consist of one (1) original and three (3) copies. All copies must be three-hole punched.

Mail(postmarked) and In Person Delivery
California Conservation Corps Attention: Erin Healy- CSD Solicitation 1719 24th Street Sacramento, CA 95816

Contact

If you have questions regarding this application process, send them to Corps.Projects@ccc.ca.gov or contact Erin Healy, Administrative Services Division Chief at (916) 341-3135 between November 30, 2010 and December 6, 2010.

APPLICATION STACK ORDER CHECKLIST

The application documents must be assembled in the order listed below. Failure to attach required documents shall be cause for an application to be deemed non-responsive and be disqualified.

ATTACHMENTS AND STACK ORDER
Please check each box when completed.

- ❑ Signed Cover Letter
- ❑ Numbered Table of Contents
- ❑ Project Description (not included in 5 page project narrative limit)
- ❑ Project Narrative (Limit 5 pages)
- ❑ Project Timeline